



JOB DESCRIPTION.

JOB TITLE	Financial Business Support Officer
REPORTS TO	Finance Manager (Business Support and Reporting)
DIRECT REPORTS	None
DEPARTMENT	Finance

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare.

The Finance Department plays a crucial role in the success of Shakespeare's Globe. This team provides a quality financial reporting service that:

- Meets the evolving commercial needs of the organisation;
- Allows the organisation to comply with relevant reporting requirements of the regulatory bodies and fiscal authorities;
- Brings effective financial control and proactive business support to the organisation and to individual departmental budget holders; and
- Provides project management support to the Finance Director in the development of high performance financial reporting and business information systems.

PURPOSE OF JOB

The Financial Business Support Officer will be responsible for supporting the financial function and reporting of the Globe.

PRINCIPAL RESPONSIBILITIES

Financial Responsibilities:

- Preparation and posting of monthly income release journals and accruals
- To assist in the preparation of monthly management account reporting against budget and to investigate variances.
- To review transactions to ensure they have been correctly coded against relevant cost codes and matched against budgets.
- Provide support to the finance manager in the creation of the Globe budget and forecasts by liaising with budget holders to obtain information about their areas.
- Provide first-level support for queries relating to Globe finance system(s) and maintain standing data in their areas.
- Administrating user setup, access and approval profiles.
- Administrating new supplier setup.
- Review of open purchase orders (and other purchase documents) for accurate commitment reporting

- Ensure that all balance sheet accounts are periodically validated in order to ensure the accuracy and completeness of the accounting records.
- Reconcile items imported to the finance system from external sources (CRM/POS) and investigate any differences.
- Support the team as needed in the completion of day-to-day duties.

People

Actively promote and champion the Globe's long-term people plan whilst supporting others in your department to implement new ways of working and cultural change to ensure these become embedded across the organization.

PERSON SPECIFICATION

- An understanding of technical accounting/bookkeeping and studying towards an appropriate accounting qualification (AAT/CIMA/ACCA or equivalent).
- Experience working with accounting software.
- Comprehension of cost centres, purchase orders and double entry book-keeping.
- Experience of accrual accounting and the behaviour of balance sheet and profit & loss transactions.
- Sound working knowledge of MS Office, especially Excel.
- Ability to absorb and classify information and arrange appropriately; quickly locating and retrieving relevant target information.
- Organised approach to work: methodical, accurate and attention to detail.
- Good interpersonal skills and the ability to build effective working at all levels, internally and externally.
- A proactive, "can do" attitude with a strong customer service focus.
- The ability to work effectively in a team environment and be a supportive team member.
- Excellent attention to detail.
- Willingness to be flexible and to adapt to new demands in a fast-moving environment.
- Able to maintain confidentiality when dealing with sensitive information.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.
- Delivering high-quality output.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS
Permanent / Full Time (happy to talk flexible working)

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: 35 hours per week exclusive of lunch breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: £29,000 per annum

Holiday: The annual holiday leave is 25 days pro-rata per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.